

EAST/WORKFORCE TECHNOLOGY

Course Description

EAST/Workforce Technology is a one-year, technology-based course. It is designed for students in grades 11-12. Facilitators, at their discretion may use part or the entire framework for students in grades 9-12. The course creates a link with EAST technology and methodology and empowers students with the transferable technology skills they need to succeed in the changing workplace.

460010, 560020, 560030, 560040 EAST/Workforce Technology

1. EAST/Workforce Technology employs a problem-based, service-learning environment that encourages students to use advanced technological applications, problem solving, teamwork, communication, and critical-thinking skills. Real-world advanced application in programming, computer design, and animation are used to reinforce math skills. Oral and written communication skills are reinforced through presentations, projects, and electronic communication. Work ethics and attitudes are strengthened as students take personal ownership of EAST and are responsible for software and equipment inventory, equipment maintenance, networking issues, and system administration.
2. EAST/WFT can be utilized in any Career & Technical program of study as an elective for completer status, if the program has an elective option.

Length of Course

EAST/Workforce Technology may be implemented as a one-year course.

Students in **EAST/Workforce Technology shall meet EAST requirements**. Students in EAST/Workforce Technology shall be completing career and technical programs of study.

Internship can be utilized in any program of study as a related elective to complete a program of study.

Course Content

Course content shall meet EAST requirements and the framework for ACE approved Workforce Technology.

- Basic skills in applied reading, writing, mathematics, listening, observation, speaking, and locating information.
- Interpersonal skills in self-management, creative thinking, critical thinking, decision-making and problem solving.
- Workplace skills in business etiquette, communication, work habits, work effectiveness, leadership, and business writing
- Employability skills in job search and job application
- Career portfolio

Course Credits

It is recommended that the equivalent of one unit of credit be given to EAST/Workforce Technology students.

Facilities and Equipment

Facilities and equipment requirements must meet EAST standards. The Department of Career Education shall only be responsible for funding a designated portion of an EAST facility. The amount of funding shall be based on a predetermined formula. The facilities and equipment requirements must be met within the specified time for course approval.

Teacher Qualifications for Workforce Technology (412 Career Preparation)

Education – The Workforce Technology facilitator shall maintain a valid teaching license or be enrolled in a non-traditional licensure program. Non-licensed teachers shall be registered and enrolled in the non-traditional licensure program prior to obtaining endorsement to teach workforce technology.

Endorsement – The Workforce Technology facilitator shall:

- Complete or be enrolled in the three Phases of EAST Initiative training.
- Complete or be enrolled in a mentorship training program designed and approved by ACE under an approved model trainer to be completed before the end of the first semester of teaching Workforce Technology.
- Attend the Career Guidance New Teacher Endorsement Workshop provided by ACE.

Student Organization

Students enrolled in EAST/Workforce Technology are encouraged to hold membership in the student organization(s) that relate to their career focus area. SkillsUSA is suggested for students with a career interest in Photography, Audio & Video Production, 3-D Animation, Web Design, and Advertising Design.

Career and Technical Education Guidelines for Advisory Committees

An Advisory Committee is a group of persons outside the education profession, made up of representative lay-people, recognized and respected in their own fields of work who advise CTE educators, administrators, and local board of education members regarding programs, based on the employment needs of the community, state, regional, national, and international marketplace. The committee should meet at least twice each school year and maintain the agenda, roll, and minutes for a minimum of five years

EAST Initiative Guidelines for Advisory Committees

Develop a **broad** base of local support for the implementation and success of the applicable EAST program. In furtherance of this goal, **LEA agrees** to form a representative advisory committee that will **include as many key people as possible** in the decision-making processes involved in establishing and maintaining the Program. When considering decisions regarding the Program, it is suggested that this committee be consulted. Possible committee members may include **board of education members, teachers, students, parents, local business members and other interested community members**. The committee should meet a minimum of twice a year, once in the **Fall** and once in the **Spring**.

EAST/WORKFORCE TECHNOLOGY COMPETENCY CHECKLIST
(0 – Fails Expectations) (1 – Meets Expectations) (2- Exceeds Expectations)

Name _____

Unit 1: Career Awareness/Exploration	0	1	2	Comments
Uses resources effectively to set personal goals				
Uses resources to collect and manage information effectively				
Exhibits motivation for accomplishing goals				
Makes technical presentations to communicate goals				
Unit 2: Basic Job Skills				
Uses effective nonverbal communication skills				
Uses common business communications channels				
Demonstrates the ability to effectively use written correspondence in several formats				
Uses effective oral communication skills				
Demonstrates effective listening skills				
Uses appropriate communication strategies in various situations				
Applies previous knowledge and skill to new situations				
Demonstrates the ability to use academic skills effectively to solve problems				
Unit 3: Career and Workplace Skills				
Prepares required documents accurately				
Demonstrates appropriate appearance				
Contributes to the solution of problems (shares knowledge with other students)				
Anticipates barriers to success and plans for strategies to deal with anticipated problems				
Uses time effectively				
Demonstrates a positive attitude				
Applies strategies for effective decision making				
Exhibits leadership traits				
Exhibits effective interpersonal skills				
Deals effectively with conflict				
Identifies consequences to actions and is willing to take acceptable risks to meet goals				
Demonstrates the ability to use systems appropriately to accomplish tasks				
Selects appropriate technology and tools for the use of technology to accomplish tasks				
Develops problem solving strategies in an ethical manner (i.e. not violating the rights of others)				
Unit 4: Projects				
Projects plans, benefits, and outcomes of projects				
Identifies the need, validity, and reliability of resources				

Demonstrates the ability to participate effectively as a team member				
Contributes and accepts constructive criticism				
Objectively evaluates outcomes and accomplishment				
Demonstrates service to school thru project				
Demonstrates service to community thru project				